

# **Fishlake National Forest**

## **Incident Qualification Review Committee OPERATING PLAN**



**2021**

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# **I Authority, Goals, Policy, References, and Committee Members**

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## **1. Authority**

The Interagency Standards for Fire and Aviation Operations requires that each unit with fire management responsibilities will establish an Incident Qualification Card qualification and certification process. FSM 5120 requires that the Forest Supervisor establish and maintain a Forest Qualifications Review Committee (FQRC).

## **2. Goals**

The Forest Qualification Review Committee (FQRC) is established for oversight of the Incident Qualifications and Certification System. The committee provides a process to review personnel employed by the National Forest that are assigned to Incident Command System and Prescribed Fire positions. The committee makes recommendations to the Forest Fire Program Management Staff Officer (FMO), who serves at the certifying official.

## **3. Policy**

Forest Service employees shall comply with qualification requirements as established by the NIMS Wildland Fire Qualifications System Guide (PMS 310-1) and the Federal Wildland Qualifications Supplement. Forest Employees must also follow all applicable agency requirements contained within FSM 5120, FSH 5109.17, the Forest Service Fire and Aviation Qualifications Guide, and the Interagency Standards for Fire and Aviation Operations (Red Book).

## **4. References (Available online)**

- a. Standards for Fire and Aviation Operations.
- b. Wildland Fire Qualifications System Guide, PMS 310-1 (current and historical).
- c. Federal Wildland Fire Qualifications Supplement.
- d. NWCG Standards for Course Delivery, PMS 901-1.
- e. FSH 5109.17 (current and historical).
- f. Forest Service Fire and Aviation Qualifications Guide.

## **5. Committee Membership**

The Forest Qualifications Review Committee will be comprised of individuals who have working knowledge of Incident Management and Prescribed Fire responsibilities, as well as the individuals' capabilities who are being rated.

At a minimum, the committee shall be composed of the following:

- a. Fire Management Staff Officer.
- b. Line Officer Representative.
- c. IQCS Administrator.
- d. NFFE/Union Representation (if the union is active).
- e. Representatives with knowledge of functional areas and unit personnel.

While additional members may not be required at all meetings, they could be called to assist in addressing training, performance, or qualification issues identified within their field of expertise.

## II Roles and Responsibilities

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### 1. Forest Supervisor

- a. Establish and maintain a Forest Qualification Review Committee (FQRC).
- b. Ensure a Line Officer representative participates as part of the Unit FQRC and provide the opportunity for a Union Official to participate on bargaining units.
- c. De-certifies individuals' qualifications pursuant to administrative review.
- d. Ensure that all required training is completed before placement into an available status for assignment.
- e. May delegate signing authority for Incident Qualification Cards to the Fire Management Officer, for Type 2 and lower command and general staff positions.

### 2. Forest Fire Program Management Staff Officer

On the Fishlake National Forest, the Forest Fire Program Management Staff Officer (FMO) has been delegated Fire Program Management responsibility by the Forest Supervisor and will serve as the **Certifying Official**.

- a. Annually reevaluate each employee's Incident Command System (ICS) position qualifications, including physical fitness and experience.
- b. Recommend certification or re-certification for all Area Command and Type 1 Command and General Staff positions to the Region 4 Director of Fire and Aviation Management.
- c. Sign Type 2 and lower Command and General Staff incident qualification cards.
- d. When necessary, initiate an administrative review to determine if de-certification is appropriate.
- e. Authorizes and grants certification by signing the "Agency Certification" on the inside front cover of the PTB. Only the home unit has the authority to certify an individual's qualifications (PMS 310-1).
- f. If appropriate, delegates Authority for "Certifying Official" Role/Processes in IQCS to the Primary and Alternate Account Manager. (Reference "Delegation of Authority" Form on IQCS Homepage under documents).
- g. Specify location on the unit where employee master files will be maintained.
- h. Approves the sponsoring of all Administratively Determined (AD) employees hosted by a national forest and ensures they meet the qualifications and certification standards within 5109.17.
- i. Has the option to keep employee qualification records as a hard copy file or an electronic file using the IQCS upload feature. Both options must include proof of all required training, certified position task books, required license/certification and documentation for admin actions. Hard copy files will also include copies of the IQCS Master Record, Incident Qualification Card, Yearly updated IQCS forms, and evaluations from assignments.

### 3. Qualifications Review Committees

#### Regional Qualifications Review Committee (RQRC)

Regional Qualification Review Committees shall review all individuals possessing Area Command and Type I Position Qualifications who are assigned in that Region.

#### Forest Qualifications Review Committee (FQRC)

- a. FQRC shall review all individuals possessing Type 2 or lower position qualifications, and individuals with the positions of RXM1/RXM2 or RXB1/RXB2.
- b. Ensure all employees meet and maintain the ICS qualifications in accordance with:
  - ❑ Wildland Fire Qualifications System Guide (310-1)
  - ❑ Federal Wildland Fire Qualifications Supplement
  - ❑ FSH 5109.17
  - ❑ Forest Service Fire and Aviation Qualifications Guide
- c. Develop documented employee evaluation criteria for certification, re-certification, and deferral.
- d. Makes recommendations to the Forest Fire Program Staff Officer for final certification signature.
- e. The Chair of the Committee will ensure all committee actions are documented and distributed to committee members. A copy of this documentation will be available for preparedness reviews and auditing purposes.

### 4. Committee Members

Some committee members will be assigned an area of responsibility. For that area you are responsible for the following.

- a. Counsel employees with fire qualifications on their position development and qualifications, including training and the next logical position within the Incident Command System.
- b. Encourage all fire-qualified employees to maintain their own personal copy of all fire related records.
- c. Serve as the routing point for Task Book Initiation requests, Task Book Review Requests, Non-Task Book Position requests, and annual IQCS Master Record Reviews.
- d. If assigned, enter incident experience into IQCS. (For those that are tasked with this duty, you will request access for IQCS with the roles of **Supervisor** and **Group Leader**.)
- e. Review the All employee and Recurrent Training spreadsheets. Provide guidance as needed for your area of responsibility.

## 5. Primary IQCS Account Manager

- a. Administer IQCS for the Forest.
- b. Designate alternate Account Manager.
- c. Receive, validate, and enter data into IQCS. (Some entry may be delegated to additional IQCS access holders on the Forest.)
- d. Ensure appropriate documentation exists for all competencies that are entered into IQCS.
  - To add a non-task book position, use the **Recommendation for Certification of a Non-PTB Position** Form.
  - To add other Admin Actions or Competencies (e.g., Task Books, training, etc.) use the **Authorization to Grant Admin Actions or Competencies in IQCS** Form.
- e. Provide reports from IQCS in preparation for FQRC meetings.
- f. Prepare Incident Qualification Cards for Certifying Official signature.
- g. Ensure that qualifications generated by IQCS for employees are valid by reviewing the training and experience of each employee.
- h. Attend FQRC meetings.
- i. Maintain all employee incident qualification master files.
- j. Maintain the All Employee, Recurrent Training, and Driver spreadsheets. Adjust qualifications in IQCS as needed.
- k. Perform a file audit on any new employee transferring to the Fishlake from another location.

## 6. Supervisors

- a. Provide for the development of the employee's skills by identifying qualification positions that are realistic in relation to the ability of the employee.
- b. Ensure the IQCS New Responder Form is filled out and turned into the Primary IQCS Account Manager for all new employees that will have fire qualifications. This includes employees transferring to FIF.
- c. Inform Primary Account Manager of any temporary/seasonal employees that no longer need to be active in the IQCS system.
- d. Provide approval for employees to request task books.

## 7. Employees

- a. Annually review Master Record and return any updates to the Primary Account Manager.
- b. Route requests for task book initiations and approvals, and Non-Task Book Position Request forms through your committee member representative.
- c. Notify the Primary Account Manager of any change in employment status so that IQCS can be updated. This includes changes in name, business phone or email, duty station, and employment type (Temporary, Career-Seasonal, Career, or Casual Hire).
- d. Ensure copies of all incident performance evaluations, task book events, annual responder updates, and completed task books, are provided to the appropriate entity.
- e. Maintain own documentation of qualifications that are consolidated and readily available upon request.

## III Fishlake FQRC Operating Procedures

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In addition to following all guidance in 5109.17 zero code and the Forest Service Fire and Aviation Qualifications Guide; this section will address local procedures for the Fishlake National Forest.

### 1. Committee Members

| Name             | Position                             | Role/Area of Responsibility  |
|------------------|--------------------------------------|--|
| Gayle Sorenson   | FMO Fishlake NF                      | <b>FS Certifying Official</b>  |
| Tyler Monroe*    | AFMO Fishlake NF                     | <i>Fishlake Supervisors Office<br/>Fishlake ADs</i>                      |
| Ken Wright*      | DAFMO Fillmore RD                    | <i>Fillmore Ranger District<br/>Fillmore Fire Crew</i>                   |
| Jared Teeples*   | DAFMO Fremont River RD               | <i>Fremont River Ranger District<br/>Fremont River Fire Crew</i>         |
| Clay Matheson*   | DAFMO Beaver RD                      | <i>Beaver Ranger District<br/>Beaver Fire Crew</i>                       |
| Glen Chappell*   | DAFMO Richfield RD                   | <i>Richfield Ranger District<br/>Richfield Fire Crew (FS)</i>            |
| Russ Ivie        | Fuels Program Manager<br>Fishlake NF | <i>All Fishlake FS Fuels Personnel</i>                                   |
| Jason Kling      | District Ranger<br>Richfield RD, FIF | <b>Line Officer</b>  |
| Noni Dalton      | Training Officer                     | <b>Primary IQCS Account MGR<br/>Chair of Committee</b>                   |
| Celeste Hancock* | Center Manager, RIFC                 | <i>Richfield Fire Center Personnel</i><br><b>Backup IQCS Account MGR</b> |

Committee Members will be the routing point for employees within their *Area of Responsibility* for task book initiation requests, task book review requests, recommendation for certification of non-task book position requests, and annual IQCS Master Record reviews.

Committee members with an \* by their name are also responsible for entering incident experience into IQCS.

## **2. Meetings**

- a. Qualifications and Certification Review Meeting: This meeting will occur each spring and will consist of reviewing and certifying qualifications for the upcoming season. The committee chair will arrange a place, date, and time for the meeting.
- b. Task book approvals: At least 3 times a year the FQRC will meet and review any completed task books that have been submitted for approval.

Meetings are targeted to be held in April, August, and November.

- c. The Committee Chair may call additional meetings or conduct conference calls if deemed necessary.
- d. Each member of the FQRC in attendance at meetings has an opportunity to provide input.
- e. Certifying Official will take the opinion of the committee members into consideration, but ultimately the Certifying Official will make the final determination on certification issues.

## **3. Documentation**

- a. All committee decisions and actions will be documented.
- b. All certifications will be documented in writing.
- c. All committee documentation will be located with the master records and available upon request.
- d. Official master records will be maintained by the Primary Account Manager. Location of master records is at the Fire Management Building in Richfield.
- e. The FQRC operating plan will be effective until there is a change in policy or local procedure. It will be reviewed and updated annually.



## 4. FQRC Timeline

The following timeline outlines various processes that are the responsibility of the FQRC, Fire Training Coordinator, and Primary Account Manager. These reoccur annually.

| ACTION  | TARGET DATE | RESPONSIBILITY                                     |
|---|-------------|--|
| Provide copy of Incident Qualifications Master Record to all employees via committee representatives. | 3/15        | Primary Account Manager                            |
| Review Master Records in preparation for IQCS Update and return any updates to your committee member. | 4/15        | Employee/Supervisor                                |
| Certification of Incident Qualifications Cards.   | 5/15        | FQRC   |
| Print Incident Qualifications Cards.  | 6/1         | Primary Account Manager                            |
| Incident Qualifications Card to Certifying Officials for signature.                                   | 6/2         | Primary Account Manager                            |
| Signed Incident Qualification Cards to Units.   | 6/5         | Certifying Official and/or Primary Account Manager |

## 5. Qualification Review Process

### a. Currency

- To maintain currency in a position you must perform that position (or another position that will maintain currency) once every 3 years for aviation, dispatch, and faller positions; and once every 5 years for all other positions.
- This must be recorded on your responder update sheet and turned in for entry into the IQCS system.
- Certain air operations positions, and SECM and SEC1, may be met by performing day-to-day operational standards. See Forest Service Fire and Aviation Qualifications Guide, Currency Requirements for details.

### b. Recertification

- If currency has lapsed, the individual shall revert to the trainee level in the position for which currency has lapsed and shall be issued a position task book for the position.
- Any new training requirements that now exist must be completed.

### c. Decertification

Decertification is the process of removing or reducing an individual's fire qualifications. It is not an adverse action; an employee may be recertified by following recertification procedures.

There are three causes for losing certification.

- Employee does not meet currency requirements.
- Employee voluntarily surrenders certification or requests to be qualified at a lower level.
- Employee performs actions that violate recognized standard operational or safety procedures that are determined to cause endangerment of fire management personnel of the public.

The forest fire program management staff officer is responsible for initiating an administrative review to determine if decertification is appropriate. Performance evaluations that trigger consideration of decertification shall be coordinated and tracked. Decertification of an individual's ability to perform is the responsibility of the employing line officer at the region, forest, or district level. Any individual that has been decertified has the right to appeal.

#### **d. Positions for Which No Task Book Exists**

There are many positions for which a task book does not exist. Requirements for these can be found in the Federal Wildland Fire Qualifications Supplement to NWCG PMS 310-1.

Request for certification of positions that do not have a position task book (or other established certification procedure) will be submitted to the Primary Account Manager using the *Recommendation for Certification of Non-PTB Positions form*. This form will be used as the authorization to add the position to the Incident Qualifications Card.

DRIV: To have driver added to your qualifications card the above form must be accompanied by:

- Copy of valid state issued driver's license and/or  
Copy of current government driver's license
- Proof of Defensive Driving within the past 3 years

ATVO/UTVO: To have ATV or UTV operator added to your qualifications card the above form must be accompanied by:

- Proof of ATV Safety Institute (ASI) certification/training for corresponding position. (For qual to remain on card, a re-certification ride is required every 3 years.)

INVF and SECM: Although task books do exist for these positions, the FS does not require completion of task books in these positions for individuals that have completed a basic land management police training program, or a criminal investigator program conducted by the Federal Law Enforcement Training Center. For individuals meeting all specified criteria that want the position added, without completing the task book, use this form to make the request.

EMT: To have EMT added to your qualifications card you must provide your current EMT certification **and** go through the credentialing process through the National Park Service. To be a fire line EMT you must pass the Arduous WCT annually.

## 6. Task Book Process

- a. **Requests/Initiation:** All requests for new Position Task Books will be made on the *Task Book Request Form* and submitted to the Committee Member for your area of responsibility. Committee Members will then route the request to the Primary Account Manager who will ensure that all pre-requisites have been met and that the PTB can be entered into IQCS. The new Position Task Book will then be issued by the Primary Account Manager. Task books may be *initiated* without first completing required training, only with the approval of the ZFMO of your area. **However, all required training must be completed before task books are submitted for certification.**
- b. **Approval:** Complete task book with appropriate dates and signatures must be submitted to the Committee Member for your area of responsibility who will provide an initial review of the task book for completeness and accuracy and fill out the header of the Task Book Review Form. If the task book is not filled out correctly it will be returned to the employee and will not be considered for certification until all items are filled out appropriately.

The Committee Member will route complete task books to the Primary Account Manager who will run the IQCS responder to role report to ensure completeness of all requirements and provide a secondary review of the task book. If an employee is missing a requirement they will be notified, and the task book will not be forwarded for approval until all requirements are met.

The Primary Account Manager will submit completed task books where all requirements have been met to the FQRC for group review and approval. Task book reviews will be documented on the *Task Book Review Form*.

- c. **Certification:** The FMO will be the Certifying Official for all task books and sign the “Agency Certification” section in the front page of the PTB.

Ideally certification will occur only after group review at one of the tri-annual meetings, but if the need for certification arises between meetings (e.g., deadlines for job applications, FSFPM, nominations, etc.) the certifying official may do so at their discretion.

The desired standard for certification will be that employees need to have had at least two assignments, two different evaluators, and in two different fuel types (as appropriate).

- There may be some exceptions for having 2 different evaluators if an individual is assigned to a team and has the same trainer.
- To be signed off as a FFT1 there must be at least one assignment as part of a 20-person hand crew or Wildland Fire Module.
- To be signed off as a DIVS there must be at least one assignment with a Type 1 or 2 Incident Management Team.
- For single Resource boss, CREW is defined as 18-20 members.
- To be signed off as RXB1 or RXB2 you must complete a High (RXB1) or Moderate (RXB2) level burn plan in its entirety.
- **Ultimately the Certifying Official has the final say.**

## **IV Appendix -- Forms**

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1. **Recommendation for Certification of Non-PTB Positions**
2. **Authorization to Grant Admin Actions or Competencies in IQCS**
3. **Task Book Request Form**
4. **Task Book Review Form**

Links to these, and all other forms referenced in this SOP, can be found on the Training Page of the Richfield Fire Center Website:

<https://gacc.nifc.gov/gbcc/dispatch/ut-rfc/training.htm>

## Recommendation for Certification for a Non-PTB Position

| <b>Employee Information</b>                                       |       |           |            |           |
|---|-------|-----------|------------|-----------|
| Name of Employee:   |       |           |            |           |
| Date of Request:  |       |           |            |           |
| Unit where employed:  |       |           |            |           |
| Job Title:  |       |           |            |           |
| Supervisor:   |       |           |            |           |
| <b>Position</b>   |       |           |            |           |
| Position being requested for certification:                       |       |           |            |           |
|   |       |           |            |           |
| Rational for certification: (Attach any supporting documentation) |       |           |            |           |
|   |       |           |            |           |
| Employee should be certified as:                                  |       | Qualified |            | Trainee   |
| <b>Relevant Training</b>  |       |           |            |           |
| I100 completed:   | Date: |           |            |           |
| IS700 completed:  | Date: |           |            |           |
| Other Related Training or experience:                             |       |           |            |           |
|   |       |           |            |           |
| <b>Related Assignments</b>  |       |           |            |           |
| Incident Name   | Date  | Duration  | Complexity | Evaluator |
|   |       |           |            |           |
|   |       |           |            |           |
|   |       |           |            |           |
|   |       |           |            |           |
| <b>Approval</b>   |       |           |            |           |
| Supervisor<br>Signature:  |       |           |            | Date:     |
| Committee Member<br>Signature:                                    |       |           |            | Date:     |
| Certifying Official<br>Signature:                                 |       |           |            | Date:     |
| Competency<br>granted in IQCS by:                                 |       |           |            | Date:     |

## Authorization to Enter Admin Actions or Competencies in IQCS

| <b>Employee Information</b>                               |       |
|---|-------|
| Name of Employee:   |       |
| Unit where employed:                                      |       |
| Job Title:  |       |
| <b>Admin Action/Competency</b>                            |       |
| What Admin Action or Competency needs to be granted?      |       |
|   |       |
| Rational:   |       |
|   |       |
| <b>Approval</b>   |       |
| Certifying Official<br>Signature:                         | Date: |
| Admin Action/Competency Granted in IQCS by:<br>Signature: | Date: |

## Form for Requesting a New Position Task Book

|   |         |                      |
|---|---------|----------------------|
| Name:   | Date:   | Requested Task Book: |
| Duty Station:   | Agency: | Home Unit Phone #:   |
| <b>Position Prerequisites/Date Acquired.</b>  |         |                      |
| <i>You must meet all Position Prerequisites <b>prior to</b> be issued a new Position Task Book</i>  |         |                      |
| /   | /       |                      |
| /   | /       |                      |
| /   | /       |                      |
| <b>Missing Training Requirements</b>  |         |                      |
| <i>To be issued a TB prior to completing required training, you must have AFMO approval. You must complete all training requirements prior to certification.</i>                |         |                      |
|   |         |                      |
|   |         |                      |
|   |         |                      |
| <b>Other active task books:</b> <i>You can only have 6 active task books at one time and no more than 2 in any one functional area. (e.g. 2 in operations, logistics, etc.)</i> |         |                      |
| 1.  | 4.      |                      |
| 2.  | 5.      |                      |
| 3.  | 6.      |                      |
| SUPERVISOR SIGNATURE:   |         |                      |
| COMMITTEE MEMBER APPROVAL:  |         |                      |
| PRIMARY ACCOUNT MANAGER VERIFICATION:   |         |                      |
| FS Zone/BLM Assistant FMO APPROVAL (If applicable):   |         |                      |

1 – After getting supervisor approval, submit this completed form to your Committee Member who will route it to the Primary Account Manager (PAM), who will ensure that all prerequisites are in place. If not, you will be informed of what is missing.

2 - If the request is accepted the PAM will initiate the PTB, make a copy of the front page for the training files, and enter the new PTB into IQCS. The new training position will be added to your qualifications card, and the initiated PTB and a new qualifications card will be sent to you.

3 – You have 3 years from the date of your first trainee experience in IQCS to complete your PTB. If no assignments are completed within 3 years from the date of initiation the PTB will expire. **Note:** *experiences that you were evaluated on need to be turned in on your experience sheets.*

4 - Once the PTB has a final evaluator, turn it into your Committee Member for routing through the approval/certification process. *Desired certification standards include a minimum of 2 assignments, 2 different evaluators, and 2 fuel types (where applicable). In certain positions (where you are assigned to a team) or certain situations, you may not be required to have 2 different evaluators. This will be determined by the Certifying Official on a case by case basis.*

5 – After the PTB is certified, the PAM will make a copy of the certification page and all evaluator pages in the back, and enter the completed PTB into IQCS. The original PTB, along with a new qualifications card, will be sent back to you.

## Task Book Review Form

|           |           |         |
|-----------|-----------|---------|
| Employee: | Position: | Forest: |
|-----------|-----------|---------|

***To be filled out by committee member***

### Evaluation Summary

| Incident Name | Complexity<br>(Type 1-5) | Fire<br>Location<br>ST/UNIT | Dates of<br>Assignment | # of<br>shifts | Fuel Type For Ops<br>(Grass, Brush,<br>Timber, Slash) | Evaluator |
|---------------|--------------------------|-----------------------------|------------------------|----------------|---|-----------|
|               |                          |                             |                        |                |   |           |
|               |                          |                             |                        |                |   |           |
|               |                          |                             |                        |                |   |           |
|               |                          |                             |                        |                |   |           |
|               |                          |                             |                        |                |   |           |
|               |                          |                             |                        |                |   |           |
|               |                          |                             |                        |                |   |           |
|               |                          |                             |                        |                |   |           |

|  |        |                                   |
|--|--------|-----------------------------------|
| Has an assignment been completed off unit?                       | Yes/No | Where:                            |
| For operations positions, what fuel types have been encountered? |        | Grass    Brush    Timber    Slash |
| If for DIVS, has Team assignment been completed?                 | Yes/No | Fire:                             |
| If for FFT1, has hand crew assignment been completed?            | Yes/No | Fire:                             |
| For RXB1/RXB2, has appropriate burn plan been completed?         | Yes/No | RX Fire:                          |

***To be verified by IQCS Account Manager***

|   |            |  |           |  |                         |
|---|------------|--|-----------|--|-------------------------|
| All required training has been completed?       | <b>Yes</b> |  | <b>No</b> |  | If no, what is missing? |
| All required training certificates are on file? | <b>Yes</b> |  | <b>No</b> |  | If no, what is missing? |

|                               |                       | Approved |    | Comments |
|-------------------------------|-----------------------|----------|----|----------|
|                               |                       | Yes      | No |          |
| Date of Review:               |                       |          |    |          |
| <b>*IQCS Account Manager</b>  | <b>Noni Dalton</b>    |          |    |          |
| <b>*Fishlake</b>              | <b>Gayle Sorenson</b> |          |    |          |
| <b>*FS Line Officer (FIF)</b> | <b>Jason Kling</b>    |          |    |          |
| AFMO Fishlake                 | Tyler Monroe          |          |    |          |
| DAFMO Fillmore RD             | Ken Wright            |          |    |          |
| DAFMO Fremont River RD        | Jared Teeple          |          |    |          |
| DAFMO Beaver RD               | Clay Matheson         |          |    |          |
| DAFMO Richfield RD            | Glen Chappell         |          |    |          |
| FS Fuels                      | Russ Ivie             |          |    |          |

**\*Required review for employee of your area**